



## **SENIOR ASSISTANT CITY ATTORNEY**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To provide a wide range of complex professional legal services to the Mayor, City Council, City departments and various boards and commissions; and to provide highly difficult staff assistance to the City Attorney.

### **Supervision Received and Exercised:**

Receives general direction from the City Attorney or from other management staff.

May exercise direct supervision over professional, administrative and other legal support staff, depending upon assignment.

### **Distinguishing Characteristics:**

The Senior Assistant City Attorney classification is distinguished from the Assistant City Attorney classification by the supervisory assignment over Litigation and Employment functions, or assignment to the Water and Natural Resources functions.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

### **When assigned to Litigation and Employment:**

- Supervise the litigation and law related employment support functions of the City Attorney's office; participate in the selection, training and evaluation of professional personnel; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Oversee all civil litigation from notification through conclusion, including evaluating liability, determining strategies, preparing the cases (witnesses,

CITY OF TEMPE  
Senior Assistant City Attorney (continued)

experts, and exhibits), filing the appropriate legal paperwork, negotiating settlements, and/or arguing in court.

- Represent the City in civil litigation in State and Federal court in areas such as tort, real estate, contracts, forfeitures, tax hearings, housing hearings, and/or bankruptcy claims; prepare pleadings, substantive and procedural motions, discovery and trial exhibits and filings; try cases until dismissed, settled or determined by court or jury.
- Represent the City in State and Federal Appellate court and in arbitration matters; perform legal research; prepare appellate briefs and oral arguments.
- Provide legal advice to the Human Resources Manager and other departmental management in a variety of employment matters including the legal interpretation and application of City of Tempe policies and procedures; disciplinary procedures; employment law interpretation; and assisting in labor relations negotiations, as appropriate.
- Represent the City in hearings before the City's Merit Board, the EEOC, and other administrative agencies.
- May be required to prosecute traffic, criminal code and zoning violations and parable cases in City courts; prepare legal pleadings; research technical and scientific aspects of evidence; negotiate plea agreements; formulate trial strategies; and, interview and prepare witnesses to testify at trial.
- Participate in interdepartmental group meetings to draft new ordinances and amendments to existing City ordinances.
- Prepare legal opinions on proposals submitted to the City Attorney's office by City Council, boards and commissions and departments; research, draft, and propose new legislations or changes to existing legislation as required.
- Respond to and resolve difficult and sensitive employee inquiries and complaints as a designated City of Tempe safe haven; review and supervise the investigation of complaints provided by employees to the City Attorney's office; and, recommend solution.
- Perform related duties as assigned.

**When assigned to Water and Natural Resources:**

- Provide in-house legal counsel to the Water Utilities Manager, City Attorney, and other departmental management on water and natural resources issues; serve as legal expert for all regulations affecting the City of Tempe's water

## CITY OF TEMPE

### Senior Assistant City Attorney (continued)

and natural resources, including the following areas: water rights, water supply, water quality, utility financing, wastewater processing, storm water channels, aviation and utility infrastructure.

- Prepare and ensure strategic and timely filing of legal contracts, administrative applications, and water and environmental permits; negotiate contracts and settlement agreements.
  - Represent the City in civil litigation in State and Federal court in areas regarding water, environmental, and natural resources; prepare pleadings, substantive and procedural motions, discovery and trial exhibits and filings; try cases until dismissed, settled or determined by court or jury.
  - Represent the City in State and Federal Appellate court and in arbitration matters; perform legal research; prepare appellate briefs and oral arguments.
  - Prepares and/or directs the preparation of, responses to legal questions, legal opinions, court papers, contracts, ordinances, resolutions, deeds, leases, and other legal documents regarding City water and natural resources; serve as a legislative liaison to monitor legislation of interest and may attend and testify before various state legislative subcommittees.
  - Participate in interdepartmental group meetings to draft new ordinances and amendments to existing City ordinances.
  - Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

Requires the equivalent of five years of full-time, professional legal experience, including experience in municipal law. Demonstration of extensive experience in legal research in area of assignment is preferred.

For the Litigation and Employment assignment, demonstration of a combination of at least three years of experience in employment law and/or litigation is required.

For the Water and Natural Resources assignment, demonstration of a combination of at least three years experience in water resource and/or environmental law is required.

CITY OF TEMPE  
Senior Assistant City Attorney (continued)

**Training:**

Equivalent to a Juris Doctorate from an accredited law school.

**Licenses/Certifications:**

Membership in the State Bar of Arizona.

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.**

**Job Code: 0604**

**FLSA: Exempt**